



Manager, Community Housing - (4211)

Requisition Title

Manager, Community Housing

Close Date

26 February 2026

Contract Type

Permanent - Full Time

Location

CA (Primary)
Midhurst, ON L9X 1N6 CA

Job Description

POSITION SUMMARY

Reporting to the Director, Housing and Homelessness Services, this position plays a key leadership role within the Social and Community Services Division. The incumbent is responsible for the planning, oversight, and delivery of tenant related services for the County's community housing program, operated through the Simcoe County Housing Corporation.

This role ensures that all tenant services and operational practices comply with relevant legislation, County policies, established standards, and sector best practices. The position provides strategic direction in support of a growing and evolving community housing portfolio, fostering service excellence, operational efficiency, and positive tenant outcomes.

The incumbent contributes to divisional planning, supports organizational priorities, and leads initiatives that enhance the effectiveness, sustainability, and responsiveness of community housing services across Simcoe County.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

Leadership & Service Delivery

1. Lead the delivery of community housing services, including property management, tenancy services, and partnership based supportive programs across all County owned housing units.
2. Provide leadership to community relations and tenant services teams, ensuring a high standard of person centered service.
3. Address complex and sensitive applicant and tenant issues using an eviction prevention and homelessness prevention approach, in collaboration with the Homelessness Services team.

4. Represent the Social and Community Services Division at workshops, working groups, and inter agency committees related to housing and human services.
5. Assume departmental leadership responsibilities in the absence of the Director or Program Managers.

Compliance, Policy, and Strategic Alignment

6. Ensure the Simcoe County Housing Corporation complies with all applicable legislation, County policies, and service standards for social housing.
7. Ensure organizational performance targets outlined in the County's Affordable Housing and Homelessness Prevention Strategy are met.
8. Assess and evaluate departmental policies, services, and initiatives to determine effectiveness and organizational impact.
9. Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
10. Ensure compliance with provincial and County occupational health and safety legislation, regulations, and policies.

Property Management & Operations

11. Collaborate with the Facilities, Maintenance & Development team to ensure SCHC buildings are well managed, safely maintained, and kept in good repair.
12. Support the planning, development, and implementation of new SCHC affordable housing locations alongside Facilities, Maintenance & Development.

Partnership Development & Community Relations

13. Build and maintain strong partnerships to enhance tenant services and support the co location of County and external programs within SCHC buildings.
14. Develop and maintain collaborative relationships with clients, the public, government officials, community agencies, organizations, County leadership, and other stakeholders.

Financial Management

15. Assist with the preparation, implementation, and monitoring of the Housing Corporation's annual operating and capital budgets, ensuring expenditures remain within approved limits.
16. Contribute to long term financial planning for operating and capital initiatives.

Staff Leadership & Human Resources

17. Provide leadership and supervision that fosters engagement, teamwork, and positive labour relations.
18. Oversee staff scheduling, orientation, training, and day to day activities in alignment with County policies.

19. Provide mentorship, coaching, and development opportunities to support staff growth and internal succession.

20. Assist in the recruitment, evaluation, development, discipline, and termination of staff.

21. Engage and support staff through organizational change and development processes.

Reporting & Governance

22. Prepare and present reports as required, including reports for County Council and the Housing Corporation Board.

23. Participate on internal and external committees as required.

Other

24. Perform other related duties as assigned, including redeployment in emergency situations.

LEADERSHIP COMPETENCIES

Has knowledge of and demonstrated ability in our leadership competencies:

- Acts with the Customer in Mind
- Makes Sound Decisions
- Ensures Accountability
- Continuously Seeks to Improve Work Processes
- Plans and Directs Work
- Collaborates
- Leads Teams
- Communicates with Impact
- Develops Self
- Is Resilient

EDUCATION, TECHNICAL SKILLS AND CERTIFICATION

- Completion of a degree in Social Sciences, Social Work, Public Administration. This job may be considered for educational equivalency in accordance with County Policy.
- Strong knowledge of social housing program administration.
- Strong leadership and supervisory skills and ability to interpret and apply employment policies and collective agreements.
- Strong interpersonal and communication skills.
- Strong planning and organizational skills.
- Strong time management and multi-tasking skills.

- Proficiency in current technology systems SAP, Microsoft programs (Word, Excel, PowerPoint, Outlook, Teams), etc.
- Valid G Class Driver's License and access to a reliable vehicle.
- Criminal reference check with vulnerable sector clearance.
- Bilingualism in English and French is considered an asset.

EXPERIENCE

- A minimum of seven (7) years' experience in progressively responsible, related positions, including two (2) years as a Housing Manager/Administrator or similar position in a large organization.
- Experience in the supervision of staff and the administration of employment policies and collective agreements.

EFFORT

- Visual and mental effort required when preparing reports, reviewing tenant appeals, budget preparation, etc.

WORKING CONDITIONS

- Regular office environment.
- Work may involve exposure to unsanitary or hazardous living conditions, challenging or unpredictable interpersonal situations, and environments requiring sound judgment, de-escalation skills, and strict adherence to health and safety protocols
- Some evening and weekend work, as needed.
- Ability to work remotely if required.

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Salary Grade

\$121,139.00 - \$147,365.00

Union

Non Union

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted.

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment.